Reply to a Discussion Thread

Overview

This tutorial will explain how to **Reply to a Discussion Thread**. A Reply, also called a Discussion Post, is a personal comment or reflection on the topic introduced in a Discussion Thread. You can Reply to someone else’s Discussion Thread, or you can **Create a Discussion Thread** of your own and have others Reply to it. You can even Reply to Replies.

Quick Steps

Course Menu > Discussions > Select Forum

Step 1

To Reply to a Discussion Thread, you must first access the Discussion Board page. From the Course Home Page, click **Discussions** on the Course Menu.

If you do not see a **Discussions** option on the Course Menu, click on **Tools** instead, and then select the “Discussion Board” option.

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Step 2

Select the Discussion Forum where you want to Reply by clicking on the Forum title beneath the Forum column [4].
Step 3

Select the Discussion Thread where you want to Reply by clicking on the Thread title beneath the Thread column [5].

![Forum: Discussion Forum](image)

Step 4

On the Thread page, click the Reply button [6] located at the end of the original Thread post. If you want to quote the original writer, click the Quote button [7]. Quotes can be useful if there are many discussion posts so that the original poster knows you are talking with them directly.

![Thread: Example](image)
Step 5

A Content editor will open below the Thread. Type a subject for your Reply in the Subject field. The Message editor, like all Content editors, contains typical word processing tools which will allow you to add text, tables, media, or web links, if needed. Learn more about Content editors.

Step 6

Use the Attachments section to attach any files you need to include in your Discussion Thread.

Step 7

If you need to stop writing for any reason, use the Save Draft button to create a temporary file that can be returned to later. If you are finished creating your Reply, click the Submit button.

Step 8

Your Reply will appear on the Thread page below the original Thread post.